



REQUEST FOR TENDERS

RFT: 2025/073
File: AP_9/9/1
Date: 4 December, 2025
To: Interested consultants
From: Communications and Outreach Unit

Subject: Request for tenders (RFT): Production of video content to amplify the Pacific call for a 1.5-Degree world.

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values. These values guide all aspects of our work:
 - We value the Environment
 - We value our People
 - We value high quality and targeted Service Delivery
 - We value Integrity
- 1.3. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultants who can offer their services to produce five short films no longer than 2 minutes each and digitise the Breathe 1.5 Poem to video for distribution.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: <https://library.sprep.org/sites/default/files/sprep-organisational-values-code-of-conduct.pdf>. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.
- 2.4. SPREP Standard Contract Terms and Conditions are non-negotiable

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
 - i. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
 - ii. Provide three referees relevant to this tender submission, including the most recent work completed;
 - iii. Complete the **tender application form** provided (*Please note you are required to complete in full all areas requested in the Form, particularly the Statements to*



*demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered).*

Provide examples of past related work outputs

For the Technical and Financial proposals you may attach these separately.

- iv. Must meet local registration requirements where the consultant is based.
- 3.2 Tenderers must declare any areas that may constitute conflict of interest related to this tender and sign the **conflict of interest form** provided.
- 3.3 **Tenderer is deemed ineligible due to association with exclusion criteria, including** bankruptcy, insolvency or winding up procedures, breach of obligations relating to the payment of taxes or social security contributions, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, grave professional misconduct including misrepresentation, corruption, participation in a criminal organisation, money laundering or terrorist financing, child labour and other trafficking in human beings, deficiency in capability in complying main obligations, creating a shell company, and being a shell company.
- 3.4 Tenderer must sign a declaration of **honour form** together with their application, certifying that they do not fall **into** any of the exclusion situations cited in 3.3 above and where applicable, that they have taken adequate measures to remedy the situation.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above and in the Terms of Reference and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should be submitted in English and outline the interested consultant's complete proposal:
 - a) **SPREP Tender Application form and conflict of interest form.** *(Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered).* Please provide at least five examples of past related videos with an explanation as to your role in the development/production of these, as well as approach undertaken to meet deadlines.
For the Technical and Financial proposals you may attach these separately.
 - b) **Honour form**
 - c) **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
 - d) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.
 - e) **Financial Proposal** – provide a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes.
 - f) Where relevant provide:
 - i. Business registration/license (For Entities/ Individual consultant's as per relevant national legislations)
 - ii. Tax Identification Number (TIN) Letter (If applicable for Individual consultant's as per relevant national legislations)



- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.4. Tenderers/bidders shall bear all costs associated with preparing and submitting a proposal, including cost relating to contract award; SPREP will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 4.5. The tenderer/bidder might be requested to provide additional information relating to their submitted proposal, if the Tender Evaluation Committee requests further information for the purposes of tender evaluation. SPREP may shortlist one or more Tenderers and seek further information from them.
- 4.6. The submitted tender proposal must be for the entirety of the Terms of Reference and not divided into portions which a potential tenderer/bidder can provide services for.
- 4.7. The Proposal must remain valid for 90 days from date of submission.
- 4.8. Tenderers must insist on an acknowledgement of receipt of tender.

5. Tender Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 16 December 2025. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 18 December 2025.
- b. The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.
- c. SPREP will determine what, if any, response should be given to a Tenderer question. SPREP will circulate Tenderer questions and SPREP’s response to those questions to all other Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>) without disclosing the source of the questions or revealing any confidential information of a Tenderer.
- d. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
- e. If a Tenderer believes they have found a discrepancy, error, ambiguity, inconsistency or omission in this RFT or any other information given or made available by SPREP, the Tenderer should promptly notify the Procurement Officer setting out the error in sufficient detail so that SPREP may take the corrective action, if any, it considers appropriate.

6. Evaluation criteria

- 6.1. SPREP will select a preferred consultant on the basis of SPREP’s evaluation of the extent to which the documentation demonstrates that the tenderer offers the best value for money, and that the tender satisfies the following criteria:
- 6.2. A proposal will be rejected if it fails to achieve 70% or more in the technical criteria and its accompanying financial proposal shall not be evaluated.

I. Technical Score – 80%

Criteria	Detail	Weighting
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Experience	i. Demonstrated experience in producing high-quality, interesting videos from the Pacific. Inclusive of past work examples (at least five examples) with explanations as requested in 4.2 a) above.	25%
	ii. Ability to meet tight deadlines while producing video content to a high standard.	10%
	iii. Experience in capturing Pacific voices and amplifying their stories through video.	10%
	iv. Understanding climate change issues in the Pacific.	10%
Technical Proposal / Methodology	v. Ability to understand the scope of work and propose a pragmatic approach to deliver the final products within the required timeline.	25%

II. Financial Score – 20%

The following formula shall be used to calculate the financial score for ONLY the proposals which score 70% or more in the technical criteria:

$$\text{Financial Score} = a \times \frac{b}{c}$$

Where:

a = maximum number of points allocated for the Financial Score

b = Lowest bid amount

c = Total bidding amount of the proposal

7. Variation or Termination of the Request for Tender

- 7.1 a. SPREP may amend, suspend or terminate the RFT process at any time.
- b. In the event that SPREP amends the RFT or the conditions of tender, it will inform potential Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>).
- c. Tenderers are responsible to regularly check the SPREP website Tenders page for any updates and downloading the relevant RFT documentation and addendum for the RFT if it is interested in providing a Tender Response.
- d. If SPREP determines that none of the Tenders submitted represents value for money, that it is otherwise in the public interest or SPREP’s interest to do so, SPREP may terminate this RFT process at any time. In such cases SPREP will cancel the tender, issue a cancellation notice and inform unsuccessful bidders accordingly.

8. Deadline

- 8.1. **The due date for submission of the tender is: 12 January 2026, midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3. Please send all tenders clearly marked ‘RFT 2025/073: **Production of video content to amplify the Pacific call for a 1.5-Degree world**’

Mail: SPREP

PO Box 240, Apia, Samoa T +685 21929 F +685 20231 sprep@sprep.org www.sprep.org

A resilient Pacific environment sustaining our livelihoods and natural heritage in harmony with our cultures.



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Secretariat of the Pacific Regional
Environment Programme

Attention: Procurement Officer
PO Box 240
Apia, SAMOA

Email: tenders@sprep.org (MOST PREFERRED OPTION)

Fax: 685 20231

Person: Submit by hand in the tenders' box at SPREP reception,
Vailima, Samoa.

Note: Submissions made to the incorrect portal will not be considered by SPREP. If SPREP is made aware of the error in submission prior to the deadline, the applicant will be advised to resubmit their application to the correct portal. However, if SPREP is not made aware of the error in submission until after the deadline, then the application is considered late and will be returned unopened to the sender.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

SPREP reserves the right to enter into negotiation with respect to one or more proposals prior to the award of a contract, split an award/awards and to consider localised award/awards between any proposers in any combination, as it may deem appropriate without prior written acceptance of the proposers.

A binding contract is in effect, once signed by both SPREP and the successful tenderer. Any contractual discussion/work carried out/goods supplied prior to a contract being signed does not constitute a binding contract.

For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website <http://www.sprep.org/accountability/complaints>

Annex A: Terms of Reference

Production of video content to amplify the Pacific call for a 1.5-Degree world.

1. Background

As stated in the UNFCCC website, the Paris Agreement is a legally binding international treaty on climate change. It was adopted by 195 Parties at the UN Climate Change (COP21) in Paris, France on 12 December 2015. It entered into force on 4 November 2016. Its overarching goal is to limit “the increase in the global average temperature to well below 2°C above pre-industrial levels” and pursue efforts “to limit the temperature increase to 1.5°C above pre-industrial levels.” However, in recent years, world leaders have stressed the need to limit global warming to 1.5°C by the end of this century. That’s because the UN’s Intergovernmental Panel on Climate Change indicates that crossing the 1.5°C threshold risks unleashing far more severe climate change impacts, including more frequent and severe droughts, heatwaves and rainfall. To limit global warming to 1.5°C, greenhouse gas emissions must peak before 2025 at the latest and decline 43% by 2030.

The Pacific Small Islands Developing States are on the frontline of the impacts of climate change. PSIDS are amongst the most vulnerable in the world to its effects, despite contributing less than 0.03% of the world’s total greenhouse gas emissions.

To meet the Paris Agreement, ten years on, urgent action must be taken.

PSIDS stand in solidarity with fellow Small Islands Developing States in its call for Parties to meet the promise of the Paris Agreement, through making the necessary adjustments in a timely manner to reduce greenhouse gas emissions.

Following the 30th Conference of the Parties to the UN Framework Convention on Climate Change in Belem, Brazil, this call for 1.5 remains.

2. Purpose of the tender

SPREP is seeking the services of a supplier that is able to undertake the roles required to complete the work within the timeframe specified.

3. Scope of work

The Secretariat of the Pacific Regional Environment Programme (SPREP) is undertaking work to support our Pacific Islands in their call for a “1.5 world” for which there are a range of activities planned for which the development of short videos, and the viewing/showcasing of these for maximum reach, is one.

The supplier will be required to undertake the following duties:

- Develop five short videos no longer than 2-minutes each.
- Develop the “Breathe 1.5” poem to video.

This work will involve consultation with the SPREP Communications and Outreach Unit to undertake the work which will include research, filming, interviewing, script development and editing. Where necessary it may involve seeking footage from across the Pacific Islands region, having own footage from across the region may be an advantage.

The five short videos will be developed amplifying voices from across the full Pacific region with the “Breathe 1.5” poem (already developed) to be put to film.

These short videos must be developed and provided to SPREP in the range of formats for television broadcast, and easy accessibility and viewing through social media channels.



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Environment Programme

The five short videos will feature voices from across the three sub-regions of the Pacific Islands, highlight the importance and scientific findings, showcase Pacific people their voices and culture, as well as empower Pacific people to rally and call upon the global community to make the necessary changes for a 1.5 world. Noting the short length of the videos, these will be succinct, appealing, vibrant, Pacific in focus centered around advocacy for 1.5.

The “Breathe 1.5” poem (already written) will require filming and editing of the poem showcasing different Pacific voices and faces.

3. Duration

The work is to begin immediately with deliverables to be completed by 31 March 2026.

4. Reporting

This consultancy will work closely with the SPREP Communications and Outreach Unit with guidance from the Climate Change Resilience Programme.

The full process, inclusive of approvals, will be facilitated by the SPREP Communications and Outreach Unit.